

# FRESNO, CALIFORNIA

## CLASS SPECIFICATION

### WASTEWATER TREATMENT PLANT OPERATIONS SPECIALIST

**FLSA STATUS:**

Non-Exempt

**CLASS SUMMARY:**

The Wastewater Treatment Plant Operations Specialist is the fifth level in a five level Utilities Wastewater Treatment series. Incumbents are responsible for performing highly technical services outside of routine daily operations. Incumbents may be assigned to assist with daily operations as needed. Incumbents may be required to assume the duties and responsibilities of a "Shift Supervisor" as defined by the State Water Resources Control Board.

The Wastewater Treatment Plant Operations Specialist is distinguished from the Senior Wastewater Treatment Plant Operator by its responsibility for providing specialized duties related to wastewater operational and treatment processes.

<b><u>TYPICAL CLASS ESSENTIAL DUTIES:</u></b> (These duties are a representative sample; position assignments may vary.)		<b><u>FRE- QUENCY</u></b>
1.	Diagnoses operating problems and takes remedial actions; performs quality control and processing functions to ensure adherence to safe working practices and procedures.	Daily 25%
2.	Inspects plant equipment for proper performance; coordinates with maintenance section to resolve operational performance issues.	Daily 25%
3.	Completes a variety of logs, documents, and/or reports regarding quantity of materials handled, equipment operations and repairs, and/or other related information.	Daily 10%
4.	Serves as a hazardous material responder to ensure that chemical and hazardous material spills are handled in accordance with state and federal regulations.	As required
5.	Inspects buildings, grounds, facilities and equipment and makes determinations regarding required repairs or maintenance.	Daily 5%
6.	Estimates material, supply, equipment, and labor requirements for applicable projects.	Weekly 10%
7.	Monitors and tracks available inventory and initiates replenishment requisitions.	Weekly 10%
8.	Assists in the preparation of cost estimates, specifications, standard operating procedures, reports, and budget preparation as required.	Occasion- ally 20%

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<b>TYPICAL CLASS ESSENTIAL DUTIES:</b> (These duties are a representative sample; position assignments may vary.)		<b><u>FRE- QUENCY</u></b>
9.	Coordinates and assists in tours of the treatment facilities.	Occasion- ally 5%
10.	Leads and participates in controlling the treatment of wastewater and sludge's through the operation of pumps, motors, and valves utilizing manual, automatic, and programmable systems.	Daily 10%
11.	Performs other duties of a similar nature or level.	As Required

**Training and Experience** (positions in this class typically require):

- Possession of a Wastewater Treatment Plant Operator Grade III Certificate issued by the State Water Resources Control Board is required;
- OR
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**Licensing Requirements** (positions in this class typically require):

- Basic Class C License

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#### **Knowledge** (position requirements at entry):

Knowledge of:

- Advanced operation and maintenance of pumps, electrical motors and other mechanical/electrical equipment related to wastewater treatment
- Computers and applicable software and database systems
- Wastewater plant physical characteristics, including location and configuration of piping and valves to provide more efficient operation of facilities
- Wastewater disposal infiltration system and off-site reuse distribution equipment and processes
- Regulatory requirements governing discharge, sludge management and disposal, air emissions from unit processes and reclamation
- Chemistry principles and practices related to wastewater treatment
- Mathematical concepts
- Confined space entry techniques, hazards, procedures and safety requirements
- Characteristics and safety requirements of the use of various chemicals
- Theories and operations of the various types of flow measuring equipment
- Advanced wastewater process control
- Operation procedures and safety practices involved in the daily operation of a wastewater treatment plant
- Safe work practices and procedures

#### **Skills** (position requirements at entry):

Skill in:

- Prioritizing and assigning work; detail oriented and ability to multi-task
- Training employees in proper work methods
- Preparing and performing mathematical calculations
- Preparing, analyzing, and maintaining operational records
- Interpreting and applying laboratory analysis to plant process control and overall plant operations
- Performing routine wastewater and sludge analysis
- Reading and interpreting wastewater instrumentation
- Accurately reading and interpreting wastewater instruments and measuring devices
- Using computers and applicable software applications
- Analyzing a variety of samples in a laboratory setting
- Utilizing self-contained breathing apparatus or other respiratory protective equipment
- Collecting environmental samples
- Using and maintaining applicable tools, equipment, vehicles, and hardware and software related to job duties
- Performing vehicle and equipment maintenance and repairs in assigned area of responsibility
- Preparing, analyzing, and maintaining operational records
- Critical thinking and decision making
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction

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**Physical Requirements:**

Positions in this class typically require: feeling, finger dexterity, grasping, hearing, repetitive motions, seeing, talking, bending, kneeling, lifting, reaching, standing, stooping, walking, balancing, climbing, crawling, crouching, pulling and pushing.

Ability to wear and use respiratory protective equipment.

Very Heavy Work: Exerting up to 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

Incumbents may be subjected to moving mechanical parts, electrical hazards, vibrations, fumes, odors, dusts, poor ventilation, adverse weather conditions, environmental hazards, gasses, chemicals, oils, work space restrictions, inadequate lighting, intense noises and travel.

**Note:**

The above job specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

**Classification History:**

Draft prepared by Fox Lawson & Associates (LM)

Date: 12/2007

Reviewed by the City of Fresno

Date: 5/2008